

**Summary of the
Ad Hoc Transition Committee Meeting
April 10, 1997**

The National Environmental Laboratory Accreditation Conference *Ad Hoc* Transition Committee convened by teleconference on Thursday, April 10, 1997. Ms. Carol Batterton, Chair of the Committee, led the meeting. A list of participants is given in Attachment A and a list of Action Items is listed as Attachment B. Materials distributed to Committee members were the Agenda, and draft "Initial Process for Approval of Accrediting Authorities."

Ms. Batterton led the discussion on the NELAC draft *Initial Process for Approval of Accrediting Authorities*. In discussing Section I, a deadline of October 1998 was decided upon for the states to declare their intent to apply for accrediting authority. A list of states that plan to apply at a later time would also be made at this time. This would give NELAC time to schedule inspections and to make budgetary plans. Dr. Charles Brockoff is to draft a letter by May 1, 1997 to the state representatives to NELAC regarding their intent to apply for accrediting authority. Ms. Jeanne Mourrain will furnish Dr. Brockoff addresses for these representatives. The states will have 30 days to respond to the letter.

In the discussion of Part II, *Setting Deadlines for the States to Submit Applications*, it was decided that:

- All states would receive the application at the same time.
- States would have 60 days from the time the application is mailed to them to fill it out and return it to NELAC. (The application will be detailed and will require some time to fill out but should give NELAC the information required to know if the states will meet the standards.)
- A review process will have to be in place for the first round of applications.
- A checklist for reviewing applications, assessors to evaluate the states, training program for state assessors and reciprocity agreements must be in place.

Mr. John Anderson reiterated that NELAC must have the standards in place before the application and guidance letter is sent to the states. A checklist for assessment of a state accrediting authority must be addressed as well as guidance material for training. Mr. Anderson and Ms. Jeri Long agreed to create a draft application form for review. Ms. Mourrain relayed the fact that EPA has a 2 day QA training program for assessors that might be good initial training for the assessors. A date of October 1, 1997, was agreed upon for sending out the applications, with a 145 day time frame for completing the accrediting process.

Items under Sections II and IV were discussed. A December 1, 1997, deadline for the review team process and the finalization of the checklist was decided on. All applications received will be reviewed at this time. Any state with a deficient application will be given time to correct the deficient.

It was suggested that a NELAP team member accompany the assessor during the initial on-site audit. The date of May 1, 1998 would, hopefully, be the date all the assessments would be complete and forwarded to the NELAP Director for accreditation. It was suggested that a couple of months after each step would be needed for reevaluation purposes.

Ms. Batterton is to chart the dates discussed for the different steps and mail out to the members of the Committee.

The next teleconference will be on April 24, 1997.

LIST OF PARTICIPANTS
NELAC AD HOC TRANSITION COMMITTEE
April 10, 1997

Names	Affiliation	Phone Numbers
John Anderson	IL EPA, Division of Laboratories	Tel: 217-782-6455 Fax: 217-602-5547
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Names	Affiliation	Phone Numbers
Jeri Long Guest	IL EPA, Division of Laboratories	

ACTION ITEMS
NELAC *Ad Hoc* Transition Committee
April 10, 1997

Name	Action	Date Completed
Charles Brockoff	Dr. Brockoff will draft a letter to the state representatives regarding their intent to apply for accreditation.	
Carolyn Cross	Ms. Cross will furnish the addresses of the state representatives to Dr. Brockoff.	
John Anderson and Jeri Long	Mr. Anderson and Ms. Long will draft an application form for review by May 1, 1997.	
Carol Batterton	Ms. Batterton will chart the dates discussed for the different steps involved in the accreditation process and forward to the Committee members.	